

MILPERSMAN 1300-010

FLAG LEVEL REVIEW CONCERNING PERSONNEL ASSIGNMENT

Responsible Office	NAVPERSCOM (PERS-451)	Phone:	DSN	882-4187
			COM	(901) 874-4187
			FAX	882-2693

Governing Directive	NAVPERS 15559B, Officer Transfer Manual
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1. Policy

a. Officers in command may request a Flag Level review of a member's assignment when normal avenues of appeal have been exhausted.

b. A request for a Flag Level review may be made only by officers in command and only after prior attempts to reach a solution by consulting with the appropriate assignment branch head and division director have been exhausted (see NAVPERS 15559B, article 1.7).

2. Request Submission. If resolution cannot be achieved at the division director level, a request for a Flag Level review may be submitted in either message or letter format to Navy Personnel Command (NAVPERSCOM) (PERS-4), with information copies to the chain of command. The minimum information required from the commanding officer requesting the Flag Level review is

- a. the member's name,
- b. social security number,
- c. specific reasons the commanding officer believes the member was unfairly treated,
- d. the results of the command's discussions with the appropriate assignment branch head and division director, and
- e. any additional information considered pertinent.

3. **Responsibility of NAVPERSCOM (PERS-4)**

a. Commands will be informed if the Flag Level review request does not contain all of the necessary information, and the request will be held in abeyance until the command submits the required correspondence. Flag Level reviews will be conducted only when the command supports the individual's case.

b. If a Flag Level review is conducted, the appropriate assignment/placement division will provide detailed input, which will include a chronological chain of events with supporting documentation, via the appropriate division director to NAVPERSCOM (PERS-45).

c. Navy Personnel Command (PERS-45) will investigate the circumstances surrounding the assignment issue and recommend appropriate action to NAVPERSCOM (PERS-4) via the cognizant division director.

d. Navy Personnel Command (PERS-4) will respond to the authority requesting the Flag Level review, providing results of the review. The cognizant division director will be provided a copy of the response, and the case file will be retained by NAVPERSCOM (PERS-45).

MILPERSMAN 1300-020

DECLINING ORDERS TO COMMAND

Responsible Office	NAVPERSCOM (PERS-451C)	Phone:	DSN	882-4187
			COM	(901) 874-4187
			FAX	882-2693

1. Officer's Responsibility

a. Any officer screened for command who does not desire orders to command shall submit, via his or her detailer, a written request declining command to the Deputy Chief of Naval Personnel (DCNP).

b. Officers declining command shall acknowledge in their written request that, if approved, it will become part of their official service record. Officers declining command may include in their declination request a statement regarding their reasons for doing so, if desired.

c. Officers who have declined orders to command remain eligible for assignment to non-command billets ashore or afloat, in their warfare specialties or subspecialties, subject to the needs of the Navy.

2. Chief of Naval Personnel's Responsibility

a. The Assistant Chief of Naval Personnel for Distribution (PERS-4) will endorse requests declining command and ensure appropriate action to ensure compliance with this article.

b. An approved request to decline command will be made a part of the officer's official service record (Privileged Information/Fiche 5, see MILPERSMAN 1070-020, exhibit 5).

MILPERSMAN 1300-025

DECLINING ORDERS TO 1630 COMMANDER SEA DUTY

Responsible Office	NAVPERSCOM (PERS-4411)	Phone:	DSN	882-3993
			COM	(901) 874-3993
			FAX	882-2676/2744

1. Officer's Responsibility

a. Any 1630 officer screened for Commander Sea Duty who does not desire orders to Commander Sea Duty shall submit, via the officer's detailee, a statement declining Commander Sea Duty to the Assistant Chief of Navy Personnel Command for Distribution (PERS-4).

b. Officers declining Commander Sea Duty shall acknowledge in their statement that it will become part of their official service record. If desired, a statement of reasons for declining Commander Sea Duty may also be included.

c. Officers who have declined Commander Sea Duty remain eligible for assignment to non-sea duty 1630 billets, subject to the needs of the Navy.

2. Navy Personnel Command (NAVPERSCOM) Responsibility

a. The Director Restricted Line/Staff Corps Officer Distribution and Special Placement Division, NAVPERSCOM (PERS-44) will endorse statements declining 1630 Commander Sea Duty and ensure appropriate action and compliance with this article.

b. The statement, declining 1630 Commander Sea Duty, with official endorsements will be made a part of the officer's official service record (Privileged Information/Fiche 5).

MILPERSMAN 1300-030

OFFICER ROTATION OF DUTY, AFLOAT AND ASHORE

Responsible Office	NAVPERSCOM (PERS-451)	Phone:	DSN COM FAX	882-3237 (901) 874-3237 882-2693
	CNO (N13)	Phone:	DSN COM FAX	224-7797 (703) 614-7797 225-3311

Governing Directive	NAVPERS 15559B, Officer Transfer Manual
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1. Policy Guidelines

a. Detailed officer tour length policy guidance is contained in the NAVPERS 15559B.

b. For purposes of rotation of duty; sea service and shore duty are computed as specified in this article.

2. **Commencing and Terminating Sea Duty.** Use the rules in table below to specify commencement and termination dates of sea duty for an officer:

WHEN...	AND...	THEN...	AND...
officers are ordered to seagoing ships of the active fleet at a port in one of the 48 contiguous United States or the District of Columbia,		sea duty commences on the date of reporting on board,	continues to the date of detachment, both dates inclusive.
officers are ordered to seagoing ships of the active fleet outside a port in one of the 48 contiguous United States or the District of Columbia,		sea duty commences on the date of departure from a port of one of the 48 contiguous United States or District of Columbia,	continues to date of return to such a port after detachment from the ship, both dates inclusive.
an officer is detached from a ship outside the 48 contiguous United States and District of Columbia,	is ordered to shore duty outside the 50 United States and District of Columbia,	sea duty terminates on the date of detachment from such ship.	

3. **Scope of Sea Duty.** A tour of sea duty or a period of temporary additional duty creditable as sea duty is limited to

- a. service on board seagoing ships of the fleet, and
- b. other service specifically designated as sea duty, including duty at stations defined as "foreign-shore duty."

NOTE: Coding of an activity as sea duty or shore duty has primary applicability to enlisted assignment.

4. **Triad of Detailing for Officers**

a. Officers are assigned to duty under the triad of detailing, i.e.,

(1)	needs of the service,
(2)	their career requirements, and
(3)	their personal preferences.

b. For equitable rotation purposes within this assignment triad

(1)	desirable foreign shore locations are considered the same as shore duty in the United States.
(2)	<p>other locations, designated as "foreign-shore duty," may be combined with sea duty in one tour.</p> <ul style="list-style-type: none">• Because localities and total personnel requirements vary for "foreign-shore duty," it is not practicable to issue a list of foreign shore activities.• Rotation to and from foreign shore duty is examined in the light of conditions at each duty station and balanced career assignment for the officer concerned.

5. **Specifying Sea Duty and Shore Duty.** Use the table below to specify sea duty for record purposes and shore duty for rotational purposes:

WHEN...	AND...	THEN...
performing service on board all commissioned vessels,		for record purposes, service is considered sea duty.
performing service on board certain ships which do not normally deploy for significant periods,	service on board all district craft, except in the case of craft specifically designated by name as being sea duty assignments,	for rotational purposes, the service is considered shore duty.
performing duty in reserve fleets and ships of reserve fleets,		except as changed by temporary directives, the duty is counted as shore duty.
taking leave of absence on completion of a tour of sea duty or before commencing a cruise,		the leave is counted as shore duty for rotational purposes.
an officer, on a tour of shore duty, performs temporary duty on board a ship in commission during such tour of shore duty,		the officer is credited with sea service, for record purposes, for each period of 1 month or more of temporary duty performed.

MILPERSMAN 1300-040

REPORTS TO SELECTIVE SERVICE

Responsible Office	NAVPERSCOM (PERS-811)	Phone:	DSN	882-3238
			COM	(901) 874-3238
			FAX	882-2754

Governing Directive	Military Selective Service Act of 1967, as amended
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1. **Policy.** The Navy will normally assist the Selective Service System in carrying out its responsibilities by providing routine and periodic information on specific forms; however, as the Selective Service System is presently in a deep standby status and registrant processing functions have been suspended, DD forms that have been submitted in the past to update the Selective Service records of Navy members will no longer be sent to that agency.

MILPERSMAN 1300-050

DETAIL OF OFFICIAL U.S. NAVY BANDS

Responsible Office	NAVPERSCOM (PERS-64)	Phone:	DSN	882-4312
			COM	(901) 874-4312
			FAX	882-2614

1. **Definition.** All performances by U.S. Navy Bands must be for official functions. Events meeting the following criteria are deemed official:

- a. To support Navy recruiting.
- b. To support operational commander's community relations initiatives.
- c. No additional expense to the government is incurred.
- d. The use of the Navy Band does not interfere with the customary employment and regular engagement of civilian musicians.

2. **Civilian Performances.** Fleet and Force Commanders, and other officials serving as operational commanders of U.S. Navy Bands, are authorized to detail bands off-base to perform

- a. public shows.
- b. concerts.
- c. patriotic ceremonies and parades.

3. **Command Functions.** Navy Bands may also be detailed off-base to support official command functions when on-base facilities are not available or adequate. These functions include balls and receptions, provided the event is for the morale, welfare and recreation of active duty members and their spouses or guests. Performing for dances, balls and similar entertainment events is limited to active duty military functions only.

MILPERSMAN 1300-060

ADMINISTRATION OF NAVAL MEMBERS PERFORMING DUTY WITH THE ARMY, AIR FORCE, OR COAST GUARD

Responsible Office	NAVPERSCOM (PERS-451)	Phone:	DSN	882-4164
			COM	(901) 874-4164
			FAX	882-2740

Governing Directives	Joint Publication (JP) 2-0 Uniform Code of Military Justice NAVPERS 15665I, U.S. Navy Uniform Regulations BUPERSINST 1610.10
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1. Guidance

a. This article establishes the procedure for the procurement, accounting, and administration of Navy members performing duty with the Army, Air Force, or Coast Guard.

b. This article does not pertain to administration of naval members assigned to international staffs, joint staffs, joint activities, joint agencies, or joint committees (JP 2-0 pertains).

2. Request Procedures

a. Requests for Navy members to perform duty with the Army, Air Force, or Coast Guard will be addressed to Chief of Naval Operations indicating the billet description, number, grade, length of tour, and special qualifications desired.

b. Upon approval of the request, Chief of Naval Personnel (CHNAVPERS) will be responsible for any additional liaison required in connection with the administration and personnel matters affecting such members. This activity will normally be located in close proximity to the Army, Air Force, or Coast Guard activity and is hereinafter referred to as the administrative commander.

c. When the designated administrative commander is serviced by a Pay/Personnel Administrative Support System (PASS) office, the administrative functions will be assigned as described in MILPERSMAN 1320-140 as circumstances warrant.

3. **Administrative Commander Duties.** The administrative commander is responsible for custody and maintenance of the member's service record, dissemination of Department of the Navy directives and publications, issuing instructions and appropriate forms for required Navy reports, and providing necessary administrative assistance to the Navy member. Personnel accounting responsibilities will be assigned by CHNAVPERS. Changes in the personal status of the Navy member, i.e., marital status, children, address or such other data required to be entered in personnel records will be processed throughout the administrative commander.

4. **Tours of Duty.** The normal tour of duty with the Army or Air Force for Navy members is 24 months inclusive of training. Maximum tour lengths will be 36 months. Tours with the Coast Guard will vary from 18 to 24 months. Exceptions or adjustments to tour lengths will be based on mutual agreement between the participating services. If a tour of duty other than 24 months is desired or if a tour must be shortened, Chief of Naval Personnel will notify the proper Army, Air Force, or Coast Guard authorities sufficiently in advance in order to maintain continuity within the command and to provide orderly planning for a relief. When a billet is no longer required or a change in the billet requirement is desired, the CO of the Army, Air Force, or Coast Guard activity will notify CHNAVPERS of the change a minimum of 6 months in advance of the effective date.

5. **Governing Provisions for Members Performing Duty with the Army, Air Force or Coast Guard.** Navy members will be governed by the following provisions, with concurrence by Departments of the Army, Air Force, and Coast Guard:

a. In general, Army, Air Force, and Coast Guard COs should exercise court-martial jurisdiction over Navy personnel under their command only when the subject individual cannot be delivered to Navy for appropriate disciplinary action without manifest injury to the service or services involved. Accordingly, an Army, Air Force, or Coast Guard CO may initiate appropriate court-martial action to avoid manifest injury; however, in such event, CHNAVPERS and the Army Adjutant General, the Air Force Assistant Deputy Chief of Staff for Military Personnel, or the Commandant of the Coast Guard should be notified of such proposed action before the court-martial is convened. In all other cases, when it is determined that disciplinary action should be taken by court-martial, a request shall be made to have the Navy member concerned relieved from duty with the respective service. Such request, with full

supporting data, should be forwarded to CHNAVPERS via the Army Adjutant General, the Air Force Assistant Deputy Chief of Staff for Military Personnel, or Commandant of the Coast Guard. Commanding officers (COs) must use due diligence to comply with the requirements for speedy trial under Rule for Court-Martial 707.

b. As a matter of policy, nonjudicial punishment under provisions of Article 15, Uniform Code of Military Justice, should not be imposed by a commander of one service upon a member of another service. When it is determined that such action should be taken for a Navy member serving with the Army, Air Force, or Coast Guard, a request shall be made to CHNAVPERS to have the member concerned relieved from duty with the respective service or to have the member concerned ordered to temporary additional duty with the administrative commander or with the geographically nearest Navy commander whose CO is authorized to impose nonjudicial punishment. Such request shall be made to CHNAVPERS via the Army Adjutant General, the Air Force Assistant Deputy Chief of Staff for Military Personnel, or the Commandant of the Coast Guard. The request shall set forth a summary of the circumstances and a recommendation as to whether to retain the individual at the Army, Air Force, or Coast Guard command. When both such transfers are impractical, and the need to discipline the Navy member concerned is deemed urgent, the Army, Air Force, or Coast Guard CO may impose such punishment. Such CO shall, using discretion, determine if such transfers are impractical and whether the need to administer the punishment is urgent; however, when such Article 15 jurisdiction is exercised over a member of the Navy by an Army, Air Force, or Coast Guard CO, a report of the circumstances, including the grounds for the aforementioned determinations, will be made to CHNAVPERS via the Army Adjutant General, the Air Force Assistant Deputy Chief of Staff for Military Personnel, or the Commandant of the Coast Guard as soon as practical.

c. This article does not limit an Army, Air Force, or Coast Guard CO in the use of nonpunitive measures not intended to become part of the permanent record of the Navy member concerned.

6. Disposition of Official Correspondence

a. Official correspondence initiated by Navy members, such as requests for change of duty or schools, shall be sent to CHNAVPERS via the appropriate channels of the Army, Air Force, or Coast Guard. Navy members serving with the Air Force

Training Command shall send such correspondence via Chief of Naval Training. A copy of such correspondence shall be sent to the administrative commander for filing in the member's service record.

b. Granting of leave will be controlled and leave authorization issued by the CO of the Army, Air Force, or Coast Guard activity. All requests for leave will be forwarded by the CO of the Army, Air Force, or Coast Guard activity to the administrative commander to verify the member's leave balance. The administrative commander shall inform the requesting activity by return endorsement, prepare a NAVCOMPT 3065, and send Part 3 to the requesting activity. Upon return of the Navy member from leave, Part 3 of the leave authorization, with the hour and date of departure and return noted, will be sent to the administrative commander.

c. The Navy member will continue to receive pay support from the DFAS Cleveland Center, Navy regional finance centers, and other Navy disbursing officers while performing duty with the Army, Air Force, or Coast Guard. The administrative commander will determine the appropriate finance office for this purpose.

d. Health records of Navy members will be maintained by the medical facility that maintains the health records for members of the Army, Air Force, or Coast Guard activity. When Navy members are hospitalized in Army or Air Force medical facilities, the appropriate service Clinical Record Cover Sheet will be used to record such treatment. Upon completion of hospitalization, the original Clinical Record Cover Sheet will be filed in the Navy member's health record and one copy sent to Chief, Bureau of Medicine and Surgery, Code 481, Navy Department, Washington, D.C. 20372-5120.

e. Navy members shall follow NAVPERS 15665I and wear Navy uniforms appropriate to those prescribed for personnel of the Army, Air Force, or Coast Guard for the local geographical area in which stationed. In combat areas or where the wearing of the Navy uniform would be inappropriate, Navy members may wear appropriate Army, Air Force, or Coast Guard uniforms if provided at no expense to the member. When such clothing is worn, proper Navy insignia shall be worn.

7. **Disposition of Orders.** Upon reporting and detaching, the CO of the Army, Air Force, or Coast Guard activity will send one copy of the Navy member's orders with endorsements to CHNAVPERS

and one copy to the administrative commander. Temporary additional duty orders in connection with Army, Air Force, or Coast Guard matters will be originated and funded by the respective service to which the Navy member is attached. CHNAVPERS will fund and issue orders to Navy members for Navy-sponsored temporary additional duty.

8. **Reports Submitted by COs**. Commanding officers of Army, Air Force, and Coast Guard activities shall submit officer and chief petty officer fitness reports and enlisted evaluation reports on Navy members using NAVPERS 1610/2 and NAVPERS 1616/26 (enlisted E1-E6), per BUPERSINST 1610.10. (Exception: NAVPERS 1611/2 shall be used for fitness reports on flag officers and flag selectees.) Evaluation forms of other services shall not be used. The administrative commander shall ensure that supported activities are aware of reporting requirements and due dates, and shall provide forms, instructions, and advice as necessary.

9. **Service Awards**. Army, Air Force, and Coast Guard COs may determine the eligibility of Navy members for campaign and service awards that have identical Army, Air Force, Coast Guard, and Navy requirements. Recommendations for campaign and service awards peculiar only to the Navy will be submitted to CHNAVPERS. In the case of personal decorations and citations for outstanding heroism or achievement, Army, Air Force, and Coast Guard COs may submit recommendations via official channels to the proper authority.

MILPERSMAN 1300-070

ADMINISTRATION OF ARMY AND AIR FORCE MEMBERS PERFORMING DUTY WITH THE NAVY

Responsible Office	NAVPERSCOM (PERS-45J)	Phone:	DSN	882-4217
			COM	(901) 874-4217
			FAX	882-2693

Governing Directive	Manual for Courts-Martial United States, Paragraph 13
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1. **Purpose.** This article provides guidelines for commanding officers (CO) of naval activities in the procurement, accounting, and administration of Army and Air Force members performing duty with the Navy. Nothing in this article is intended to pertain to the administration of Army or Air Force members assigned to

a.	international staffs,
b.	joint staffs,
c.	joint activities,
d.	joint agencies, or
e.	joint committees.

2. **Process.**

a. A CO requiring the services of Army or Air Force members, officer or enlisted, shall submit a request for an allowance to Chief of Naval Operations indicating

(1)	billet description,
(2)	billet number,
(3)	grade,
(4)	branch of service,
(5)	justification for assignment, and
(6)	whether duty will be of a continuing nature.

b. Upon approval of the request, a representative of the Department of the Army or the Department of the Air Force will coordinate the request and issue an allowance within the ceiling allowed by the respective service. Strength accountability for

Army members on duty with the Navy will be maintained by the Army unit to which attached, except for those members accounted for the Adjutant General, Headquarters, Department of the Army.

c. Upon approval of an allowance and when available, the appropriate service will order members to the naval activity for assignment by the CO.

3. **Tour Length.**

a. See table for normal tours of duty with the Navy.

Branch of Service	Minimum	Maximum
Army	18 months	36 months
Air Force	24 months inclusive of training	36 months

b. Adjustments of tour lengths will be based on mutual agreement between the departments of the affected services.

4. **Billet Requirement.** When a billet is no longer required or a change in the billet requirements is desired, the CO of the naval activity shall notify Chief of Naval Personnel (CHNAVPERS) of the changes a minimum of 6 months advance of the incumbent's projected rotation date (PRD). Parent Navy commands will submit DA 872, Requisition for Individual Officer Personnel, 6 to 10 months prior to incumbent's PRD to ensure a replacement officer is identified.

5. **Administrative Policy**

a. Each member of the Army or Air Force assigned to a permanent tour of duty with the Navy will be attached to a parent service unit for administration. This unit, referred to in the Army as the administering agency and in the Air Force as a carrier unit, will be designated in assignment orders by each member's service.

b. Personnel records of officers and enlisted members will be in the custody of and maintained by the administering agency or carrier unit. Changes in personal status of Army or Air Force member, i.e., marital status, children, address or such other data required to be entered in personnel records will be handled through the administering agency or carrier unit.

6. **Correspondence**

a. Correspondence initiated by Army or Air Force members will be forwarded, via the CO of the naval activity, to the designated agency or carrier unit which will take action or endorse the correspondence to the respective department for further action (requests for change of duty, schools, promotions, etc.).

b. Correspondence concerning relief of members and other matters requiring action on departmental level will be sent to CHNAVPERS for action.

c. Copies of all official correspondence will be forwarded to the administering agency or carrier unit. Information which would normally be brought to the attention of all Army or Air Force members, i.e., copies of publications, regulations, and required blank forms, will be provided by the administering agency or carrier unit to the naval activity as necessary for dissemination to and administration of Army and Air Force members.

7. **Leave Authorization**. Granting of leave will be controlled and the leave authorization issued by the CO of the naval activity. All requests for leave for Army members will be forwarded by the CO of the naval activity to the administering agency for a check of the member's record to determine if sufficient leave credits permit taking leave. The administering agency will inform the CO of the naval activity by return endorsement. Upon return of the member from leave, the original leave authorization, with the hour and date of departure and return noted, shall be sent to the administering agency.

8. **Pay Support**

a. Army members will continue to receive pay support from an Army Finance and Accounting Officer while performing duty with the Navy. The administering agency will determine the appropriate finance office for this purpose.

b. Pay records for Air Force members shall be maintained by the carrier unit or the Air Force Accounting and Finance Officer designated in the AMPS Directory of Servicing AFO's, AFP 177-1.

9. **Medical Care**

a. Health records of Army and Air Force members will be maintained by the medical facility which maintains the health records for members of the naval activity.

b. The Air Force carrier unit will notify Air Force members when physical examinations are required. These examinations shall be conducted by a medical officer of any branch of the Armed Forces and shall be recorded on SF 88, Report of Medical Examination. Two copies of this report shall be forwarded to the carrier unit.

10. **Clothing and Equipment for Army Members.** Enlisted Army members will receive necessary clothing and equipment, or replacement thereof, through a system to be arranged by the CO of the naval activity, the administering agency, and the senior Army officer performing duty with the Navy command.

11. **Discipline.** Army and Air Force members performing duty with the Navy will be governed by the following provisions, concurred in by the Departments of the Army and Air Force:

a. In general, jurisdiction by a Navy CO over personnel of the Army or Air Force should be exercised **only** when the accused cannot be delivered to the Army or Air Force without manifest injury to either service (see Manual for Courts-Martial, United States, 1969, (revised edition), paragraph 13). Accordingly, a Navy CO may initiate appropriate court-martial action to avoid manifest injury to either service.

(1) No such court-martial shall be convened for a member of the Army or Air Force, however, without prior notification of CHNAVPERS.

(2) In all other cases, when it is determined that disciplinary action should be taken by court-martial, a request shall be made to the Department of the Army or the Department of the Air Force via CHNAVPERS to have the member concerned relieved from duty with the Navy. Such requests should contain full supporting data.

b. As a matter of policy, nonjudicial punishment under the provisions of Article 15, Uniform Code of Military Justice should not be imposed by a commander of one service upon a member of another service. When it is determined that

nonjudicial punishment should be administered, a request shall be made to the Department of the Army or the Department of the Air Force via CHNAVPERS to have the member concerned relieved from duty with the Navy or ordered to temporary additional duty (TAD) with the administering agency or carrier unit or with the nearest Army or Air Force command whose CO is authorized to impose nonjudicial punishment.

(1) When both such transfers are impractical, and the need to discipline the Army or Air Force member concerned is deemed urgent, nonjudicial punishment may be imposed by the appropriate Navy CO who shall, in their discretion, determine when the required impracticality of transfer and urgency of discipline exist.

(2) A report of these determinations, the reasons therefor, and the circumstances surrounding the punishment shall be made to the Department of the Army or the Department of the Air Force via CHNAVPERS as soon as practical.

NOTE: This article does not limit a Navy CO in the use of non-punitive measures which a CO is authorized to use to further the efficiency of the command, such as exhortations, disapprovals, criticisms, or oral admonitions or reprimands not intended to become part of the permanent record of the member concerned.

12. **Temporary Additional Duty (TAD)**. Upon reporting and detachment of an Army or Air Force member, the CO of the naval activity shall send one copy of the member's orders with endorsements to CHNAVPERS and one copy to the administering agency or carrier unit. TAD orders in connection with Navy matters will be originated and funded by the CO of the naval activity to which Army or Air Force members are attached. The Department of the Army or the Department of the Air Force shall fund and issue orders to Army or Air Force members for Army or Air Force sponsored TAD.

13. **Efficiency Report for Army Personnel**

a. The administering agency will request the CO of the naval activity to submit on the annual report date, an efficiency report, using DA 67-8, U.S. Army Officer Evaluation Report and Army Regulation 623-105, for each Army officer assigned. Where appropriate, the naval officer exercising immediate supervision of the daily performance of the officer being rated should complete the form as the "rater." The

"endorser's" portion of the form will normally be completed by the immediate superior of the rating officer. See table for following steps.

Step	Action
1	The completed form will be sent to the administering agency for completion of Part III and final delivery to the Department of the Army.
2	In cases where the endorser has no knowledge of the performance of duty of the rated officer, the printed statement in Part XI will be checked, the reason for not evaluating the officer entered, and Part IIIs completed and signed by the endorser.
3	All other items for completion by the endorsing officer will be left blank.
4	The endorser will send the report to the reviewing officer for completion of Part IIIC, except when the endorser is a flag officer, in which case, Part IIIC need not be completed.
5	In the event there is no immediate superior to the rating officer, the rating officer will include in Part XI a brief statement of explanation.
6	The report will then be sent to the administering agency for appropriate administrative processing.

b. Efficiency reports for other than annual periods (detachment of the reporting senior, detachment of the officer, and other cases as prescribed in Army Regulation 623-105) will be initiated by the CO of the naval activity and sent to the administering agency in the same manner as described above. The distribution of DA 67-8 and Army Regulation 623-105 to the appropriate naval activity will be the responsibility of the administering agency.

c. The administering agency will request the CO of the naval activity to submit, on dates required, an enlisted efficiency report, using DA 2166-7, Enlisted Evaluation Report; DA 2166-7-1, Enlisted Evaluation Counseling Report; and Army Regulations 623-205, for each Army enlisted member assigned. Such reports shall be initially prepared by:

(1) a member who has supervised the Army member for a minimum period of 30 calendar days, and

(2) who is pay grade E-6 or above and at least one pay grade higher than the Army member.

d. Each report shall be reviewed by a warrant or commissioned officer in the direct line of supervision and sent to the administering agency for processing. Distribution of the DA 2166-7 and Army Regulation 623-205 to the naval activity is the responsibility of the administering agency.

14. **Performance Report for Air Force Personnel**

a. It is the responsibility of the Air Force carrier unit to request the CO of the naval activity to complete an AF 707B, Company Grade Officer Performance Report, for company grade officers, or AF 707A, Field Grade Officer Report, for field grade officers, at the appropriate times for each Air Force officer assigned.

b. The instructions for preparing the report will be furnished by the carrier unit. The effectiveness report should be originated by the immediate supervisor of the Air Force officer, endorsed by the immediate supervisor of the preparing official, and forwarded to the carrier unit.

15. **Receipt of Naval Awards**

a. Recommendations for Army members to receive Navy awards for heroism or meritorious service/achievement shall be sent to

Adjutant
Department of the Army
Attn: ACPB-AB
Washington, D.C. 20310

for concurrence prior to approval. Eligibility of Army members for service awards, campaign medals, and qualification or special skill badges, applicable to all services or peculiar only to the Department of the Army, will be determined by the administering agency. Navy service awards and qualification or special skill badges may be awarded to Army members without referral to the Department of the Army.

b. Commanding officers of naval activities may present awards or letters of commendation to Air Force members attached to their command as prescribed by Navy directives.

c. One copy of the announcement of such an award shall be sent to the administering agency or carrier unit for inclusion in the member's record.

16. **Expiration of Enlistment for Army Personnel**

a. The administering agency will notify the CO of the naval activity 3 months in advance of the expiration of enlistment for Army enlisted members assigned. The CO of the naval activity will send this information to CHNAVPERS indicating the desires of the member as to

- (1) reenlistment for other duty,
- (2) separation, or
- (3) reenlistment for the same duty.

b. In the case of reenlistment for the same duty, the recommendation of the CO of the naval activity will also be included.

17. **Personnel Casualty Report.** The administering agency or carrier unit shall be included as an information addressee on any personally casualty report message concerning an Army or Air Force member performing duty with the Navy and submitted per MILPERSMAN 1770-110.

MILPERSMAN 1300-080

INTERSERVICE TRANSFER OF AN OFFICER,

PART 1: TRANSFERS OUT OF THE NAVY

Responsible Office	NAVPERSCOM (PERS-834)	Phone:	DSN COM FAX	882-3197 (901) 874-3197 882-2621
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Governing Directives	10 USC 624, 651, and 716 DOD Directive 1300.4 NAVSO P-6048, DOD Military Pay and Allowance Entitlements Manual DOD Directive 1312.3
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1. Policy

a. Under 10 USC 716, the President may, within authorized strengths, transfer any commissioned officer with the officer's consent from the Navy, Army, Air Force, Marine Corps, Coast Guard, National Oceanic and Atmospheric Administration (NOAA), or Public Health Service (PHS) and appoint the officer in any of the other Uniformed Services. Except for Reserve officers on inactive duty, the interservice transfers are approved by the Secretaries concerned, or a designated representative, for the President.

b. In the case of inactive duty officer, the Commanding Officer, Naval Reserve Personnel Center (NAVRESPERS-CEN) (N221) is designated approval authority.

c. The transfer must be within authorized strength limitations of the gaining Uniformed Service and must be mutually agreed upon by the two departments concerned that the transfer is in the best interests of the national defense. Interservice transfers will be disapproved if either the gaining or losing department does not concur.

2. **Conditions of Transfer.** Implementing regulations state:

a. Transfers are normally made only between equivalent services, that is, Reserve to Reserve and Regular to Regular. (The NOAA commissioned corps does not have a Reserve component.)

b. The opportunity for interservice transfer is offered to those officers who are especially qualified to contribute to the success of another Uniformed Service without interruption to their service careers. While the authority for interservice transfers is used primarily in the technical fields, to permit the fullest possible use of individuals with critical or unusual skills, it is not restricted to technical specialists.

c. Release of a commissioned officer for an interservice transfer under DOD Directive 1300.4 does not constitute a release from or fulfillment of the Uniformed Service obligation established by 10 USC 651; however, additional service performed after transfers is counted toward fulfillment of the service obligation.

d. Upon transfer, the officer is credited with the total amount of service accrued as of the date before the transfer.

e. No transfer is made without the request or written consent of the officer concerned.

f. If a commissioned officer transferring between two of the military services is on a promotion list to the next higher grade under 10 USC 624, the Secretary of the military department concerned will integrate the officer into the promotion list of the gaining military service based on the officer's date of rank in their current grade in the losing military service.

g. Except for commissioned officers in the PHS and officers previously awarded constructive service credit, a commissioned officer on extended active duty will continue to hold the same grade and date of rank held in the losing Uniformed Service.

3. **Basis for Denial.** Interservice transfers are considered on a case-by-case basis and may be denied if the officer

a. has not completed all obligated service prescribed in the officer program through which accessed and which was incurred by the officer in consideration for being tendered an initial appointment.

b. has not completed all obligated service for funded education programs including Naval Academy, NROTC, Armed Forces Health Professions Scholarship, Uniformed Services University of Health Sciences, and equivalent funded education programs.

c. has not completed obligated service incurred for advanced education or technical training requiring additional obligated service including postgraduate education, service school or college, law school, medical residency, flight training, naval flight officer training, and equivalent education programs.

d. has not completed obligated service incurred for transfer to the Regular Navy, lateral transfer between competitive categories or designators, entering a program, or receiving an incentive pay, continuation pay, or bonus.

e. is serving in a competitive category, designator, or other authorized officer classification in which the Navy Personnel Command (NAVPERSCOM) determines that significant personnel shortages result in compelling necessity for retention.

f. is serving in designators 210X, 220X, 230X, or 290X and seeks transfer to the Marine Corps or Coast Guard since those services do not have an equivalent medical service.

g. has been officially notified of PCS orders (telephone call, telegram, postcard, letter or receipt of orders) or has executed PCS orders and has not served the required period of time at the new duty station as prescribed in MILPERSMAN 1920-200.

h. is a Naval Reserve officer on active duty who has been issued Release From Active Duty (RAD) orders, unless

the interservice transfer request is received by NAVPERSCOM (PERS-834F) at least 6 months in advance of the scheduled release date.

i. is a Naval Reserve officer on active duty who has attrited from a Navy training program and does not have prior service in the gaining service.

j. has failed selection for promotion to the next highest grade before submitting a request for transfer to another Uniformed Service.

k. has been notified of mandatory retirement for any reason.

l. has applied for transfer to the gaining service within the last year.

4. Application Process

a. Regular officers, and Reserve officers on extended active duty, desiring transfer to another Uniformed Service must submit applications in letter form at least 6 months but not more than 9 months in advance of the desired detachment month. This lead time is necessary to provide for a contact relief, minimize gapping of the billet, or to process requests from the time of receipt until favorable endorsement by the Secretary of the Navy (SECNAV) and forwarding of the request to the gaining service. Requests will be addressed to SECNAV via the commanding officer, and NAVPERSCOM (PERS-834F), with copy to (not via) each level of the administrative chain of command through the Fleet commander (PAC or LANT) of the unit to which the officer is assigned.

b. A Reserve officer on inactive duty desiring transfer to another service component must have that gaining service submit a DD 368 to the Commanding Officer, NAVRESPERSCEN (N221).

5. **Commanding Officer's Responsibility.** The commanding officer must follow the steps listed below:

Step	Action
1	Forward the request within 10 days.
2	Certify that the information provided in the officer's interservice transfer letter is correct.
3	Indicate in the forwarding endorsement whether the transfer would, in his opinion, be in the best interest of the national defense.

6. **Request Initiated by the Gaining Service.** Requests may be initiated by the gaining service. These requests should be submitted through the Secretary of the gaining department and NAVPERSCOM (PERS-834F) to SECNAV. The request must be accompanied by a consent to the transfer from the naval officer concerned. The request should include sufficient justification to show that the transfer is in the best interest of the national defense and the officer.

7. **Personal Data.** The personal data contained in the requests is used by appropriate authorities to evaluate the proposed transfer. The disclosure of this information is voluntary; however, failure to provide sufficient justification may result in the disapproval of the request or extensive delays in processing.

8. **Active Duty Transfer Request Contents.** Requests should include the following information:

- a. Applicant's last, first, and middle name.
- b. Social Security Number, designator, corps (if any).
- c. Grade, date of rank, frocked rank.
- d. Branch of service.
- e. Command to which presently assigned.

- f. Total active Federal commissioned service.
 - g. Summary of any previous interservice transfers.
 - h. Date and place of birth.
 - i. Citizenship and how acquired.
 - j. Summary of military duties performed.
 - k. A complete statement of professional or technical qualifications and educational background.
 - l. Reason for requesting transfer.
 - m. Home address.
 - n. Daytime telephone number, DSN and commercial, if available.
 - o. Contingent resignation, including the following statement:

"I hereby tender my resignation from the (U.S. Navy, U.S. Naval Reserve) and request that it be accepted contingent upon final approval of my application for transfer to the (specify service) and effective as of the day preceding my acceptance of an appointment in the (specify service)."
 - p. Scheduled release from active duty (RAD) date (if any).
-

9. **Request Enclosure**. Requests must have the following information attached to the application as enclosures:

- a. Current SF 88, Report of Medical Examination; original and one copy. If requesting transfer for aviation programs, include the following information on SF 88: Block 60-refraction, Block 62- prism diversion, buttock-leg length and sitting height.
- b. A copy of chest X-ray and EKG.

c. Current SF 93, Report of Medical History; original and one copy.

10. **Closeout of Navy Records**

a. Upon final approval of an interservice transfer from the Navy, the termination of the Navy commission and subsequent reappointment in the gaining Uniformed Service is completed without interruption of the continuity of the officer's total service. Officers so transferred are credited with the total amount of unused leave and service accrued as of the date before the transfer. The gaining service forwards the applicant's initial appointment and the first duty orders to NAVPERSCOM (PERS-834F). These documents are then forwarded to the applicants as enclosures to the NAVPERSCOM orders accepting the officer's resignation from the Navy and are executed the day following separation from the Navy.

b. Navy records are closed out as follows:

(1) The original health (medical and dental) and original service record are closed and forwarded under letter of transmittal to NAVPERSCOM (PERS-834F). The mailing envelope is marked "DO NOT OPEN IN MAIL ROOM - INTERSERVICE TRANSFER." Copy 7 of the DD 214, Certificate of Release or Discharge from Active Duty, is inserted in the health record. A copy of the health record is reproduced and given to the member for delivery to the gaining service.

(2) Under the NAVSO P-6048, DOD Military Pay and Allowance Entitlements Manual, accrued leave is not payable in the case of an officer executing an interservice transfer. The number of days of accrued leave is noted in the remarks section of the DD 214, Certificate of Release or Discharge from Active Duty, to assist the gaining service in accurately crediting the officer's leave account.

(3) Separation orders are endorsed as required.

(4) Pay records and pay allowance entitlements are processed and computed under the instructions contained in pay directives and Navy Travel Instruction. A possibility

exists that an officer's allotment payments may be interrupted during the transfer process. The transferring officer should ensure that direct payments are made for insurance premiums for any period, which may elapse, between the date Navy allotments are stopped and the date allotments are started by the gaining service.

(5) If the applicant desires to withdraw an interservice transfer before accepting the commission in the gaining service, the commanding officer must inform NAVPERSCOM (PERS-834F) by message upon receipt of the withdrawal request and forward the written request with endorsement within 10 days. The gaining service is notified by NAVPERSCOM (PERS-834F). Upon receipt of the original request from the gaining service, NAVPERSCOM (PERS-834F) will return all correspondence to the officer.

(6) For inactive duty officer, the order issuing authority will terminate any drilling reservist, and forward Medical and Personnel files to NAVRESPERSSEN (N3). NAVRESPERSSEN (N221) will complete the discharge and NAVRESPERSSEN (N3) will close out the member's record for archiving at National Personnel Records Center (NPRC).

11. **Rank and Status.** The following conditions apply to officers who have transferred out of the Navy:

a. A Regular Naval officer transferred out of the Navy under this article, except for physician, dentist, nurse, or Medical Service Corps officer, continues to hold the same rank and date of rank as that held in the Navy the day before the transfer. The officer is placed on the active duty list of the gaining Uniformed Service under regulations of the gaining Uniformed Service.

b. A Reserve Naval officer on active duty or inactive duty, except for a physician, dentist, nurse, or Medical Service Corps officer, transferred out of the Navy under this map is awarded a permanent Reserve grade and the date of rank as determined by applying the amount of service accrued in the Navy to the appointment laws then in effect for the gaining Uniformed Service. The officer is placed on the active duty list following regulations of the gaining service.

c. In the case of a physician, dentist, nurse, or Medical Service Corps officer, Federal service already and retirement as if served in the gaining service according to the law governing promotion, seniority, and retirement in that service.

d. A commissioned officer awarded constructive service credit who does not transfer to the same or a comparable professional category loses any constructive service credit granted per DOD Directive 1312.3. The officer must be renominated by the President and confirmed by the Senate in an appropriate grade commensurate with total active commissioned service. No commissioned officer is transferred from one Uniformed Service and appointed to another with a precedence or relative rank higher than held on the day before such transfer (10 USC 716).

INTERSERVICE TRANSFER OF AN OFFICER,

PART 2: TRANSFERS INTO THE NAVY

Responsible Office	NAVPERSCOM (PERS-801G)	Phone:	DSN COM FAX	882-3171 (901)874-3171 882-2620
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Governing Directives	10 USC 716 SECNAVINST 1000.7D DOD Directive 1300.4 In addition, applications are subject to the relevant directives of the respective services. These are:
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Other Services' Governing Directives	Army	U.S. Army Regulation 614-120
	Air Force	U.S. Air Force Regulation 35-39
	Marine Corps	P1100.73, U.S. Marine Corps Order
	Coast Guard	Article 12A3, U.S. Coast Guard Personnel Manual (CG)
	NOAA	Section 43, Chapter 56, NOAA Directive Manual
	Public Health Service	DOD Directive 1300.4 of 2 April 1984

1. Policy

a. Under 10 USC 716, the President may, within authorized strengths, transfer any commissioned officer with the officer's consent from the Navy, Army, Air Force, Marine Corps, Coast Guard, National Oceanic and Atmospheric Administration (NOAA), or Public Health Service (PHS) and appoint the officer in any of the other Uniformed Services. Except for Reserve officers on inactive duty, the interservice transfers are approved by the Secretaries

concerned, or a designated representative, for the President.

b. The transfer must be within authorized strength limitations of the gaining Uniformed Service and must be mutually agreed upon by the two departments concerned that the transfer is in the best interests of the national defense. Interservice transfers will be disapproved if either the gaining or losing department does not concur.

2. **Request from Officers on Active Duty.** Requests for interservice transfer into the Navy made by officers on active-duty lists of another Uniformed Service or by a naval activity on behalf of an officer on the active-duty list of another Uniformed Service are discussed in this article. Applications must arrive no later than 9 months in advance of the requested transfer date.

3. **Active Duty Application Contents.** Applications must contain the information and comply with the format prescribed by the parent Uniformed Service. Additionally, the following information and documents must be included:

- a. Conditional release from parent service.
- b. Statement that the officer concerned has neither failed selection for promotion in the present grade nor had his or her name removed from a promotion list.
- c. Source of original commission.
- d. Current SF 88, Report of Medical Examination, original and one copy.
- e. Current SF 93, Report of Medical History, original and one copy.
- f. Resume of flying experience, when applicable, including date member entered training for original aeronautical rating, rating held and date it was awarded, total flying time, and total jet time.
- g. A verified statement of service.

h. One of the statements of understanding shown in the blocks below.

i. A microfiche copy of the officer's master personnel record.

4. **Approval Process.** The parent service should send applications to the Secretary of the Navy, Washington, DC 20350, who will forward them to NAVPERSCOM (PERS-801G) for review and evaluation.

IF . . .	THEN . . .
NAVPERSCOM recommends disapproval	The application will be sent to SECNAV with a proposal memorandum returning the application, disapproved, to NAVPERSCOM, who will notify the parent service and officer concerned.
NAVPERSCOM recommends approval	The application will be sent to SECNAV for approval. If SECNAV disapproves, he will return it to NAVPERSCOM for return to the parent service.
The transfer is acceptable to both the parent and gaining services	NAVPERSCOM will prepare active duty orders, obtain appointment documents from NAVPERSCOM (PERS-803), and coordinate the transfer with the parent service.
If an officer enters on active duty and is subject to placement on the active-duty list	NAVPERSCOM may, with the officer's consent or at their request, at any time prior to the convening of the selection board to consider their case, defer the officer's eligibility for consideration in zone or above zone for promotion by any active-duty promotion selection board for up to 1 year from the date the officer enters on active duty.

5. **Requests for a Specific Officer.** Requests from Navy activities for a specific officer will be sent to Navy Personnel Command, 5720 Integrity Drive, Millington, TN 38055-8010 (Attn: PERS-801G). Requests must be fully justified, showing that the transfer is in the best interest of the Navy, and include a statement, signed by the officer concerned, consenting to the transfer.

IF . . .	THEN . . .
NAVPERSCOM recommends disapproval	The application will be sent to SECNAV with a proposed memorandum returning the application, disapproved, to NAVPERSCOM, who will notify the parent service and the naval activity concerned.
NAVPERSCOM recommends approval	<p>The application will be sent to SECNAV with a proposed memorandum for the parent service for action.</p> <p>If SECNAV disapproves, the Secretary will return the application to NAVPERSCOM for return to the naval activity.</p>

6. **Statement of Understanding for Regular Officers.**

Regular officers must read and sign the following Statement of Understanding:

"I understand that if my request is approved, I will be required to serve at least 4 years of active service in the regular component and retain my commission for a minimum of 8 years at the option of the service. I understand my active duty obligation and permanent grade and date of rank will be that assigned to me by the Navy Personnel Command upon appointment. I understand that if this transfer is for flight training, I will incur 5 years minimum required service upon successful completion of training. I further understand that, as an officer in the Regular Navy, I may be assigned to a government-sponsored training program or directed on permanent change of station (PCS) orders to meet the needs of the service. If I am required to undergo such training or PCS, I understand this additional active

service may be served concurrently with the initial period of minimum required service."

(signature of officer)
(typed name, grade)

7. **Statement of Understanding for Reserve Officers on Active Duty.** Reserve officers must read and sign the following Statement of Understanding:

"I understand that if my request for transfer is approved, I will be ordered into active military service with the U.S. Navy in a Reserve status and will be ordered to serve at least 3 years of active duty and retain my commission for a minimum of 8 years before separation at the option of the service. I understand that my active duty obligation and permanent grade and date of rank will be that assigned to me by the Chief of Naval Personnel upon appointment. I understand that if this transfer is for flight training, I will incur 5 years minimum required service upon successful completion of training. I further understand that as a Reserve officer on extended active duty, I may be assigned to a government-sponsored training program or directed on permanent change of station (PCS) orders to meet the Navy's needs. If I am required to undergo such training or PCS, I understand this additional active service may be served concurrently with the initial period of minimum required service."

(signature of officer)
(typed name, grade)

8. **Applications from Officers on Inactive Duty**

a. Application may be made by an officer on inactive duty in a Reserve or Guard Component of another service for transfer into the Naval Reserve or by a naval activity on behalf of an officer of another service. Officers on inactive duty will normally be transferred in the grade held in their parent service on the day before transfer. An officer may be transferred in a lower permanent grade to appropriately reflect training and experience, using as guidelines the career development guidelines for the designator as established by the Chief of Naval Operations.

b. The officer should initiate the application with the nearest Naval Reserve Recruiting Command Detachment.

9. **Inactive-Duty Application Contents.** Requests are subject to the appropriate directives of the respective service. At a minimum, the following information must be included:

- a. Applicant's last, first, and middle name.
- b. Social Security Number (SSN), service number (if applicable), and designator, or Military Occupation Specialist (MOS).
- c. Grade, date of rank, and military specialty.
- d. Branch of service and component.
- e. Organization to which presently assigned.
- f. Total Federal commissioned service, active and Reserve.
- g. Summary of any previous interservice transfers.
- h. Date and place of birth.
- i. Citizenship and how acquired.
- j. Summary of military duties performed.
- k. Brief statement of educational credentials and military and civilian professional or technical qualifications.
- l. Reason for requesting transfer.
- m. Contingent resignation, including the following statement:

"I hereby tender my resignation from the (specify component) and request that it be accepted upon final approval of my application for transfer to the (specify component), and be effective as of the day before the date

of my acceptance of the appointment in the (specify component)."

- n. NAVCRUIT 1131/9, Summary Sheet.
 - o. DD 398-2, Personnel Security Questionnaire (National Agency Checklist).
 - p. FD 258, Fingerprint Card.
 - q. DD 398, Security Questionnaire (BI/SBI).
 - r. NAVCRUIT 1100/13, Interviewer's Appraisal Sheet (two).
 - s. DD 214, Certificate of Release or Discharge from Active Duty.
 - t. SF 93, Report of Medical History (original and one copy).
 - u. Current SF 88, Report of Medical Examination (original and one copy). If requesting transfer for aviation programs, include an up-to-date flight physical examination. In aviation physicals, the following information must be included on SF 88: Block 60-refraction, Block 62-prism diversion, and buttock-leg length and sitting height.
 - v. A copy of chest X-ray and EKG.
 - w. An endorsement from the Reserve command with an available billet.
 - x. Conditional release from parent service if applicant has a remaining military service obligation.
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10. **Where to Send Applications**

a. The parent service should send applications from individual officers to Navy Personnel Command, (PERS 911) 5720 Integrity Drive, Millington, TN 38055-9110.

b. Requests from Navy activities for a specific officer must be in the above form and sent to the same address.

c. Requests must be justified, showing that the transfer is in the best interest of the Naval Reserve and must include a statement, signed by the officer concerned, consenting to the transfer.

11. **Approval Process.** Navy Personnel Command will review and evaluate the application under this map.

IF . . .	THEN . . .
NAVPERSCOM disapproves the application	He will notify the applicant and parent service by letter and file the application without further action.
NAVPERSCOM approves the application	The officer will be transferred. NAVPERSCOM will obtain appropriate appointment documents from PERS 803 and coordinate the transfer with the parent service.
NAVPERSCOM desires a waiver of provisions of this article	The application will be sent to SECNAV with supporting justification, and proceed according to either of the previous two steps, based on the Secretary's decision.

12. **Interservice Transfer of Inactive Duty Reserve Aviators and Flight Officers.** Additional guidelines for interservice transfer of inactive duty Reserve aviators and flight officers is contained in BUPERSINST 1001.41. These officers must obtain endorsements from Reserve Force Squadron (RESFORON)/ Master Augment Unit (MAU)/Selected

Augment Unit (SAU commanding officer, local area commander for Air, Wing Commander, and Commander, Naval Reserve Force. RESFORON/MAU/SAU commanding officers must identify a flying billet to which the officer will be assigned and must outline a specific training plan.

MILPERSMAN 1300-090

PERMANENT CHANGE OF STATION (PCS) ENTITLEMENT POLICY - OVERVIEW

Responsible Office	CNO (N13)	Phone:	DSN	225-3322
			COM	(703) 695-3322
			FAX	225-3311

Governing Directives	Joint Federal Travel Regulations (JFTR), Volume I NAVPERS 15559B, Officer Transfer Manual NAVPERS 15909G, Enlisted Transfer Manual
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1. **Purpose.** The purpose of this article is to provide general and specific policies for use by commanders, supervisors, personnel and finance specialists, and servicemembers in determining the entitlements that accrue to servicemembers incident to PCS.

2. **In This Article.** This article contains the following titles related to important aspects of the PCS entitlement policy:

Title	See MILPERSMAN
General and Specific Policies	1300-100
Determining Effective Date of PCS Orders	1300-110
Issuing Change of Home Port Certificates	1300-120
General Reimbursement Rules for POC Travel	1300-130
Policies for Unique Categories of Travel/Relocation Entitlements	1300-140

MILPERSMAN 1300-100

PERMANENT CHANGE OF STATION (PCS) ENTITLEMENT POLICY - GENERAL AND SPECIFIC POLICIES

Responsible Office	CNO (N13)	Phone:	DSN	225-3322
			COM	(703) 695-3322
			FAX	225-3311

Governing Directives	Joint Federal Travel Regulations (JFTR) Chapter 5 Volume I, Appendix A Paragraph U5355-B1 Paragraph U5630 Paragraph U5355-B NAVPERS 15560C, Naval Military Personnel Manual NAVPERS 15559B, Officer Transfer Manual, Chapter 2 NAVPERS 15909G, Enlisted Transfer Manual, Chapter 23
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1. **General Policy.** Servicemembers, who are ordered to make a permanent change of station (PCS) move, are entitled to personal travel and transportation allowances under JFTR, Chapter 5.

a. No command will deny any of the travel and transportation allowances or entitlements associated with PCS movement of a servicemember from one permanent duty station (PDS) to another.

b. PCS and PDS are defined in JFTR, Volume I, Appendix A.

c. Issuance of a PCS order does not, in and of itself, carry travel and transportation entitlements. The orders must be read to determine if there is, in fact, a change of permanent station and not just a change of activity.

2. **Definition of "In Proximity."** PDSs are "in proximity" to each other when they are both in an area ordinarily serviced by the same local transportation system, and servicemembers could reasonably commute daily from home to either PDS. An example follows.

3. **Example**. A servicemember receives PCS orders to detach from the Navy Yard, Washington D.C. and to report to a place located 3 miles outside the Washington, D.C. corporate limits.

a. The servicemember could commute daily to the new PDS from the same residence occupied while assigned to the old PDS (Washington, D.C.).

b. There is no entitlement to movement of HHG, the servicemember is not entitled to personal travel and transportation allowances incident to the transfer. No travel time is provided, VHA is not stopped.

c. If the servicemember relocates the household, there would still be no PCS entitlements, other than personal travel and transportation allowances of the servicemember, unless

(1) the gaining commanding officer issues a statement that the relocation was necessary as a direct result of the PCS, and

(2) appropriate accounting data is provided by Chief of Naval Personnel (CHNAVPERS) (PERS-4).

4. **Rules for PCS Entitlements.** Use the rules in the table below to determine what PCS entitlement actions are appropriate for a number of specific PCS situations:

WHEN...	AND...	THEN...	THEN SEE ...
a member is transferring between two non-shipboard activities/UICs and/or units located at the same PDS location in the 48 contiguous United States and the District of Columbia (CONUS),		the member is not making a change of permanent station, and no PCS entitlements will be provided. Entitlements remaining from PCS moves will be provided.	
the member's household relocation is mission essential and in the best interest of the Government,		a local move of household goods (HHG) may be authorized by the commanding officer by issuing a statement that such a local move is necessary as a direct result of the transfer.	JFTR, paragraph U5355-B1.
dealing with the Dislocation Allowance (DLA),		PCS includes relocation of a household due to military necessity or Government convenience within the corporate limits of the same city or town in connection with a transfer between activities.	MILPERSMAN 7220-220 and JFTR, paragraph U5630.
a member transfers between two non-shipboard activities or units in proximity to each other but not at the same PDS,		the member is not entitled to personal travel and transportation allowances, and is not automatically entitled to HHG shipment, dependent travel and transportation, or DLA.	JFTR, paragraph U5100.

WHEN...	AND...	THEN...	THEN SEE ...
the gaining commanding officer does not issue a statement that HHG shipment is mission essential and in the best interest of the Government,	appropriate accounting data is not provided by CHNAVPERS (PERS-4) in the PCS order,	shipment of HHG is not authorized in connection with a PCS between PDSSs in proximity to each other.	
the PCS order does not have the appropriate accounting data,		a request for a modification to the PCS order must be submitted to NAVPERSCOM (PERS-4), prior to executing the orders, to obtain the accounting data.	order modification request procedures.
PCS orders are issued between ships in the same home port or between a ship and a shore activity in the vicinity of the same home port,		they may be issued without accounting data for HHG shipment or dependent travel and transportation.	
a household relocation is to occur, including local moves,	accounting data was not issued in the PCS order,	a request for a modification to the PCS order to include appropriate accounting data must be sent to CHNAVPERS (PERS-4) prior to executing the orders.	NAVPERS 15559B, Chapter 2, or NAVPERS 15909G, Chapter 23, for order modification request procedures.

MILPERSMAN 1300-110

PERMANENT CHANGE OF STATION (PCS) ENTITLEMENT POLICY - DETERMINING EFFECTIVE DATE OF PCS ORDERS

Responsible Office	CNO (N13)	Phone:	DSN	225-3322
			COM	(703) 695-3322
			FAX	225-3311

Governing Directives	Joint Federal Travel Regulations (JFTR) Volume 1, Appendix A Volume 1, Chapter 6 Paragraphs U2140-A, U5203-A, U5222-D, U5240, and U5240-H
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1. **Introduction.** The effective date of PCS orders is important for determining entitlements for transportation of dependents and shipment of Household Goods (HHG).

a. The basic definition of the effective date of PCS orders is contained in JFTR, Volume 1, Appendix A.

b. For orders amended, modified, canceled, or revoked, the effective date will be per JFTR, paragraph U2140-A.

2. **Effective Date for Specific Types of Orders.** The effective date of orders for specific types of orders is as given in the table below:

WHEN orders involve...	THEN effective date is the date...	AND see...
a change in home port of a ship, ship-based staff, or other afloat-based mobile unit,	announced by the Chief of Naval Operations (CNO), normally by message.	
a change of PDS location of a shore-based mobile unit,	following the announcement of the change by the CNO on which the member must commence travel to the new station for the purpose of remaining and performing normal duties. This is regardless of whether the travel is commenced before or after the announced effective date of the change.	
release from active duty,	of release.	
a unit which has received an official alert notice that it would be moved to a restricted PDS outside the United States and that movement is contemplated to commence within 90 days after such alert notice was received,	such orders are received by the servicemember,	JFTR, paragraphs U5222-D and U5240-H.
removal of restrictions from a restricted area,	travel of dependents actually begins after the date restrictions are removed,	JFTR, paragraph U5222-D.
unusual/emergency circumstances or evacuation,	the dependents are actually removed from the overseas station or area involved,	JFTR, paragraph U5240 or JFTR, Volume 1, Chapter 6.
dependents retained at previous duty station,	of the current PCS order,	JFTR, paragraphs U5203-A and U5222-D.

MILPERSMAN 1300-120

PERMANENT CHANGE OF STATION (PCS) ENTITLEMENT POLICY - ISSUING CHANGE OF HOME PORT CERTIFICATES

Responsible Office	CNO (N13)	Phone:	DSN	225-3322
			COM	(703) 695-3322
			FAX	225-3311

Governing Directives	NAVPERS 15909G, Enlisted Transfer Manual, Chapter 15 Joint Federal Travel Regulations (JFTR), Paragraphs U5120-F1, U5120-F5, U5222-M, and U7115-A1
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1. **Policy.** The change of home port of a ship, mobile unit, or afloat staff is a PCS, except for servicemember travel. The commanding officer may issue a change of home port/PDS certificate. For sample format see NAVPERS 15909G, Chapter 15.

2. **Restrictions on Issue of Home Port Change Certificates.**

Table below contains the restrictions to issuance of a home port change certificate:

WHEN...	THEN...	AND ALSO SEE...
the member is entitled to and plans to ship HHG or a privately owned vehicle (POV) incident to the change,	the member will be issued a change of home port certificate.	
the member has been issued, or expects to be issued PCS orders,	the member will not be issued a change of home port certificate.	
the member has less than 90 days obligated service remaining on the effective date of home port change,	the member will not be issued a change of home port certificate. Separation or relief from active duty orders may be issued immediately.	
the member's service can be spared,	the member will be transferred for separation.	

WHEN...	THEN...	AND ALSO SEE...
the member's service cannot be spared,	the member will be required to accompany the ship/staff to the new home port/PDS,	MILPERSMAN 1910-102 and NAVPERS 15909G, Chapter 15 for authorization for early separation of enlisted personnel due to home port change.
the member extends the present enlistment or reenlists prior to being detached from the unit and other criteria, such as non receipt of orders, are met,	a change of home port certificate can be issued.	
the member has the official home port change notification authorizing the member to proceed to the old home port and then to the new home port when necessary to assist in the movement of dependents, shipment of HHG, or to bring the member's privately owned conveyance (POC) to the new home port,	the commanding officer may issue a PCS travel authorization,	JFTR, paragraph U5120-F1. Also see NOTE 1 below.
the member is permanently assigned aboard a ship, whose home port is changed to the port of overhaul or inactivation,	the member may elect periodic travel between the overhaul port and former home port instead of PCS entitlements,	JFTR, paragraph U7115-A1. Also see NOTES 2 and 3 below.
the initial assignment of a home port is made, i.e., when the ship is placed in commission,	the commanding officer of a pre-commissioning unit may not issue a home port change certificate. Instead, PCS orders must be issued.	

NOTE 1: This also applies to a newly commissioned ship, when the ship's home port is different from the member's old PDS. See JFTR, paragraph U5120-F5.

NOTE 2: Periodic travel accrues under JFTR and also applies to a ship that is undergoing overhaul or inactivation at a place other than its home port, that is, the home port is not changed.

NOTE 3: Periodic travel entitlements may only be provided to servicemembers whose dependents reside in the reasonable commuting area of the former home port. The entitlement applies to all servicemembers who have dependents within the reasonable commuting area of the former home port. The former home port need not be specified as the ship's home port on the servicemember's orders. Instead of member travel, dependents may travel to the overhaul or inactivation port with limited reimbursement. See JFTR, paragraph U5222-M.

MILPERSMAN 1300-130

PERMANENT CHANGE OF STATION (PCS) ENTITLEMENT POLICY - GENERAL REIMBURSEMENT RULES FOR POC TRAVEL

Responsible Office	CNO (N13)	Phone:	DSN	225-3322
			COM	(703) 695-3322
			FAX	225-3311

Governing Directives	Joint Federal Travel Regulations (JFTR), paragraphs U5205-A2, U5205-A2c, and U5205-A2e.
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1. **Basis for Rules.** The general reimbursement rules for POC travel incident to PCS travel are based on the number of people traveling at the same time.

2. **Reimbursement Rules.** Use the rules contained in the table below to determine entitlement to reimbursement for POC travel during PCS moves:

WHEN...	THEN...	AND...
member and dependents travel between PDSs in one POC,	the per mile rate paid is for one POC based on the number of travelers.	
the member travels separately from dependents,	the member is paid a per mile rate,	the payment for dependents is a per mile rate based on the number of dependents traveling together. COMMENT: No specific authority for more than one POC is needed as the group, the dependents in the case, are using only one POC. Per diems are also paid.

WHEN...	THEN...	AND...
member and dependents travel together using two POCs or; if five or more dependents travel together using more than two POCs,	the per mile rate for two POCs and the number of travelers is paid, unless authority is granted for payment based on over two POCs.	
permission is received under JFTR, paragraph U5205-A2,	payment may be made for use of more than two POCs by the group traveling together,	the per mile rate is paid for each POC based on the group traveling together.
there are five or more travelers in the group,	commanding officers may approve payment for the use of more than two POCs by a group traveling together.	
a dependent needs special accommodations,	commanding officers may also approve payment. See JFTR, paragraph U5205-A2.	
less than five travelers are involved,	payment for use of more than two POCs is unlikely.	
a member believes that a valid reason exists for needing more than two POCs for less than five travelers,	the member may submit a request via the member's Commanding Officer to CNO (N13), either prior to or after execution of orders. Details must be provided. Owning a compact car(s) is not a valid reason.	
in the situations described in JFTR, paragraphs U5205-A2c or U5205-A2e, dependents travel separately from the member due to official reasons,	reimbursement for such travel will not be made, unless supported by a statement from the member certifying the circumstances involved,	doubtful situations will be sent to the member's commanding officer for resolution.

MILPERSMAN 1300-140

PERMANENT CHANGE OF STATION (PCS) ENTITLEMENT POLICY - POLICIES FOR UNIQUE CATEGORIES OF TRAVEL/RELOCATION ENTITLEMENTS

Responsible Office	CNO (N13)	Phone:	DSN	225-3322
			COM	(703) 695-3322
			FAX	225-3311

Governing Directive	Joint Federal Travel Regulations (JFTR), paragraphs U5410 and U9000-E
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1. **Unique Categories of Entitlements.** The following unique categories of PCS related entitlements are covered in this article:

Shipment of a privately owned vehicle (POV).
Travel of children of military couples.
Relocating to designated places.
Relocating a foreign-born spouse to native country.

2. **Rules for Determining Entitlements.** The following table contains the rules for determining entitlements associated with the unique categories listed above:

WHEN...	THEN...	AND...	AND SEE...
members are ordered to make a PCS to, from, or between duty stations outside the 48 contiguous United States and the District of Columbia, or upon official change in home port/PDS location of the unit to which assigned,	members are entitled to shipment of a POV,	associated allowances for travel to the water port designated for POV delivery and from the water port designated for POV pickup,	JFTR, paragraph U5410, MILPERSMAN 1320-100 and 4050-010, pertaining to travel via POC in connection with consecutive overseas tours.

WHEN...	THEN...	AND...	AND SEE...
for travel and transportation purposes, children of member-married-to-member parents may travel under either but not both parents' PCS orders,	the entitlement to travel and transportation allowances, DLA, and station allowances is based on children accompanying a member parent,	is not based on basic allowance for quarters (BAQ) dependency. One parent may draw travel and transportation allowances on behalf of the children, DLA, and station allowance at the with-dependent rate, while the other parent draws BAQ at the with-dependent rate on behalf of the same children,	MILPERSMAN 1300-150, 1300-160, 1300-170, 1300-180, 1300-190, 1300-200, 1300-210, 7220-220, and 7220-240.
certain types of PCS orders enable a member to relocate dependents and HHG to a designated place as defined in JFTR, Volume 1, Appendix A,	permission to relocate dependents and/or HHG at Government expense from an approved designated place to a second designated place in connection with a PCS order will be given only by the Secretary of the Navy (SECNAV).		

WHEN...	THEN...	AND...	AND SEE...
it has been clearly shown that the relocations will be in the best interest of the government,	permission will be given,	requests for permission to relocate dependents/HHG between designated places should be sent through the member's chain of command to Chief of Naval Operations (CNO) (N13) for forwarding to SECNAV.	
when a member with a foreign-born spouse is being assigned to a dependent-restricted overseas location, i.e., one at which there is no accompanied tour,	<p>the member may request that the spouse and other dependents be relocated at Government expense to the spouse's native country. Under these circumstances, station allowance entitlement on behalf of dependents is as prescribed in MILPERSMAN 7220-240.</p> <p>COMMENT: An overseas area, for which an accompanied tour is prescribed, cannot be a dependent restricted location.</p> <p>NOTE: Authority to grant requests rests with SECNAV and will not be delegated below Navy Personnel Command.</p>		

WHEN...	THEN...	AND...	AND SEE...
documented evidence shows that, due to unusual circumstances, the spouse's native country is the appropriate location for the dependents,	requests should be sent to CNO (N13),	may be approved on the basis of documented evidence. Only dependents who successfully complete overseas screening may be moved to their native country at government expense.	MILPERSMAN 1300-150, 1300-160, 1300-170, 1300-180, 1300-190, 1300-200, 1300-210.
the member is ordered to serve an unaccompanied tour at an overseas PDS,	in no case will dependents be sent to the vicinity of that overseas PDS,		JFTR, paragraph U9000-E.

MILPERSMAN 1300-150

COMMAND SPONSORSHIP OF DEPENDENTS AT OVERSEAS DUTY STATIONS - OVERVIEW

Responsible Office	CNO (N13)	Phone:	DSN	224-5635
			COM	(703) 614-5635
			FAX	225-3311

Governing Directives	NAVSO P-6034, Joint Federal Travel Regulations, (JFTR), Volume 1 OPNAVINST 4650.15 OPNAVINST 4630.25C DOD Directive 1315.7
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1. **Introduction.** This article consists of six sub-titles as listed below.
2. **Purpose.** The purpose of this article is to provide general and specific policies for use by commanders, supervisors, personnel and finance specialists, and servicemembers in determining the entitlements associated with the sponsorship of dependents at overseas duty stations where the members are assigned.
3. **In This Article.** This article contains the following sub-titles related to important aspects of the dependent command sponsorship policy:

Title	See MILPERSMAN
Applicability and Definitions	1300-160
Criteria and Status	1300-170
Status Change, Prohibitions, and Dependent Entry Approval	1300-180
Policies on Transportation at Government Expense	1300-190
Policies on Overseas Station Allowances	1300-200
Policies on Noncommand-Sponsored Dependents	1300-210

MILPERSMAN 1300-160

COMMAND SPONSORSHIP OF DEPENDENTS AT OVERSEAS DUTY STATIONS - APPLICABILITY AND DEFINITIONS

Responsible Office	CNO (N13)	Phone:	DSN	224-5635
			COM	(703) 614-5635
			FAX	225-3311

Governing Directives	Joint Federal Travel Regulations (JFTR), Volume 1 OPNAVINST 4650.15
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1. **Applicability.** This article is applicable to all active duty Navy personnel assigned to, ordered to, or who request transfer to permanent duty at an overseas permanent duty station (PDS) outside the contiguous 48 United States and the District of Columbia (CONUS). This includes personnel ordered overseas in connection with a change of home port or PDS location.

2. **List of Terms to be Defined.** For the purpose of this article, the terms and their definitions listed below apply:

Acquired dependent
Appropriate military commander
Appropriate overseas commander
Command-sponsored dependent
Dependent entry approval
Formerly command-sponsored dependent
Noncommand-sponsored dependent

3. **Acquired Dependent**

a. An acquired dependent is an individual who becomes a dependent through marriage, adoption, or other action during the course of a Navy servicemember's current overseas tour of duty.

b. The term does not include those individuals dependent upon the servicemember or children born of a marriage that existed before commencement of the current overseas tour.

c. In servicemember-married-to-servicemember situations, a servicemember separating from the service becomes an acquired

dependent of the servicemember remaining on active duty on the day of separation.

d. A dependent, returned early for personal reasons from an overseas area under JFTR, Volume 1, Chapter 5, paragraph U5240-D, will, however, be treated as an acquired dependent upon return to the overseas area at personal expense.

4. **Appropriate Military Commander**

a. The appropriate military commander is normally the commander authorized to grant dependent entry approval for the overseas area. See OPNAVINST 4650.15.

b. For those areas for which prior approval for dependent entry is not required, the appropriate overseas commander is the authority for authorizing command sponsorship.

c. The appropriate overseas commander, as defined below, is the appropriate military commander for servicemembers who request dependent entry approval after reporting to the overseas PDS.

5. **Appropriate Overseas Commander.** The appropriate overseas commander is the commanding officer of the servicemember's overseas PDS, except where the area or appropriate military commander has issued supplementary instructions restricting such authority.

6. **Command Sponsored Dependent**

a. A command-sponsored dependent is a dependent

(1) whose servicemember sponsor is authorized to serve the accompanied tour in an area that has an accompanied tour prescribed,

(2) whose servicemember sponsor is granted authorization for dependents to be present in the vicinity of the overseas PDS, and

(3) who is residing with the servicemember at the overseas PDS.

b. If a servicemember's spouse is command-sponsored, children born of that marriage during the current tour of duty are command-sponsored at birth.

7. **Dependent Entry Approval**

a. Dependent entry approval is a procedure for authorizing dependents to enter overseas PDSs.

b. In those areas designated as requiring dependent entry approval, such approval allows dependents to travel to the overseas PDS at government expense and constitutes command sponsorship. See OPNAVINST 4650.2.

8. **Formerly Command-Sponsored Dependent.** Formerly command-sponsored dependent is a dependent who

a. was command-sponsored, and

b. continues to reside in the vicinity of the overseas PDS at which command sponsorship was conferred,

c. while the dependent's sponsor serves a consecutive unaccompanied overseas tour in another country or is assigned to unusually arduous sea duty in the contiguous 48 United States and the District of Columbia.

9. **Noncommand-Sponsored Dependent.** Noncommand-sponsored dependent is a dependent, residing in an overseas area, who was or is not command-sponsored.

MILPERSMAN 1300-170

COMMAND SPONSORSHIP OF DEPENDENTS AT OVERSEAS DUTY STATIONS - CRITERIA AND STATUS

Responsible Office	CNO (N13)	Phone:	DSN	224-5635
			COM	(703) 614-5635
			FAX	225-3311

Governing Directive	Joint Federal Travel Regulations (JFTR), Volume I
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1. **Policy**. Navy servicemembers, regardless of rank or length of service, may elect the accompanied or unaccompanied tour in overseas areas with an accompanied tour prescribed. If the accompanied tour is elected, the servicemember may have dependents command-sponsored.

2. **Criteria**. In order for dependents to be command-sponsored by the appropriate military commander, the servicemember must meet the following criteria, as applicable:

a. **Accompanied-by-Dependents Tour:** Be assigned to a location where an accompanied-by-dependents tour is authorized.

b. **Dependents PDS Vicinity Presence:** Be granted authorization by the appropriate military commander for dependents to be present in the vicinity of the overseas PDS.

c. **Contractual Obligated Service:** Have sufficient contractual obligated service to complete the accompanied-by-dependents tour.

(1) **Exception:** Exception to serve less than the accompanied-by-dependents tour length on an intra-theater consecutive overseas tour must be requested from Secretary of the Navy (SECNAV) via Chief of Naval Personnel (CHNAVPERS).

(2) A shorter tour length granted as an exception shall require an enlisted servicemember to serve until EAOS.

(3) Also see the companion sub-map on Change in Status and Prohibitions relating to command sponsorship.

d. **PRD Extension:** Request PRD extension, if needed, to complete the appropriate accompanied-by-dependents tour.

e. **Overseas Suitability Screening:** Have all dependents meet overseas suitability screening requirements so that they may be command-sponsored and transported to the overseas PDS at government expense.

f. **Military Couple Situation:** In servicemember-married-to-servicemember situations, children born of that marriage may travel under either but not both parent's PCS orders. Either servicemember may apply for command sponsorship for the children providing the criteria above has been met.

g. One servicemember parent could be entitled to dependent travel and transportation allowances, overseas station allowances, and dislocation allowance (DLA) at the with-dependent rate, while the other servicemember parent receives BAQ at the with-dependent rate.

h. The entitlement to dependent travel and transportation allowances, DLA, and station allowances is not based on basic allowance for quarters (BAQ) dependency. See MILPERSMAN 7220-220, 7220-240, 1300-090, and 1300-100.

3. Granting/Rescinding Command Sponsorship Status

a. Determination of command sponsorship will be made a matter of record.

b. Command sponsorship shall be effective from the date of determination and shall not be retroactively granted, i.e., dated prior to the servicemember's request, for any reason.

c. Command sponsorship carries with it travel and transportation entitlements and shall not be rescinded while the dependents are at the overseas PDS except with the authorization of SECNAV via CNO (N13). Such authorization to rescind command sponsorship will not affect transportation entitlements but will affect station allowance payment and use of dependent support facilities. See sub-maps on Command Sponsorship Criteria and Change of Status.

MILPERSMAN 1300-180

COMMAND SPONSORSHIP OF DEPENDENTS AT OVERSEAS DUTY STATIONS - STATUS CHANGE, PROHIBITIONS, AND DEPENDENT ENTRY APPROVAL

Responsible Office	CNO (N13)	Phone:	DSN	224-5635
			COM	(703) 614-5635
			FAX	225-3311

Governing Directives	Joint Federal Travel Regulations (JFTR), Volume I OPNAVINST 4650.15
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1. Intra-Theater Assignments and Moves

a. Personnel reassigned under PCS orders between units ashore or afloat units at the same overseas location shall retain the command-sponsored status for their dependents, if previously conferred.

b. If the consecutive overseas tour is an intra-theater move as the result of a base closure or similar action:

(1) Servicemembers accompanied by command-sponsored dependents, who are moved involuntarily from one overseas PDS to another, shall have their dependents command-sponsored at the new PDS, regardless of the length of the consecutive tour.

(2) The new PDS must, however, have an accompanied-by-dependents tour prescribed in order for dependents to accompany the servicemember.

2. Prohibitions and Limitations

a. In no case may dependents be command-sponsored in the overseas area unless the servicemember has sufficient contractual obligated service to complete the prescribed accompanied-by-dependents tour.

b. Dependents not initially traveling to the overseas PDS must be command-sponsored prior to travel in order to travel to the overseas site at Government expense.

c. In no case may dependents be command-sponsored in an area

(1) for which no accompanied-by-dependents tour is prescribed, or

(2) declared as a "dependent restricted" area by the Assistant Secretary of Defense (Force Management and Personnel) (ASD (FM&P)).

3. Acquired/Tourist/Returnee Dependents

a. In the case of

(1) acquired dependents, or

(2) dependents who initially arrive in the vicinity of the overseas PDS in a tourist status and take up residence with the evident intent to set up a permanent household,

the appropriate overseas commander may, upon application by the member, grant command sponsorship to the dependents if the member meets the command sponsorship criteria in MILPERSMAN 1300.

b. Dependents, who return to an overseas PDS after having been early returned from the overseas area under JFTR, Volume 1, Chapter 5, paragraph U5240-D may be command-sponsored only after

(1) the servicemember obligates to serve 24 months after their return, and

(2) all other command sponsorship criteria are met.

4. Changing Tour Election

a. If, after electing an "all others" tour, the servicemember desires dependents to be command-sponsored in the overseas area,

(1) the servicemember's commanding officer will reverify the suitability of dependents.

(2) command sponsorship may then proceed as outlined above as long as dependent travel and transportation of

household goods or a mobile home at government expense has not occurred per JFTR, Volume 1.

b. Servicemembers who

(1) elect unaccompanied tours, and

(2) have their dependents moved to a designated place at government expense,

cannot have their dependents transported to the vicinity of the overseas PDS at government expense in connection with that tour.

c. This does not preclude a second movement of dependents or household goods from a designated place to the overseas area in connection with an accompanied tour election, when a previously issued denial of entry approval, for a period of 20 or more weeks, led to the move.

5. When Dependent Entry Approval is Required

a. Approval by the appropriate military commander for a member to have dependents present in the overseas area, dependent entry approval, constitutes command sponsorship of dependents.

b. This form of command sponsorship is only valid for dependents

(1) who have successfully completed suitability screening, and

(2) whose member sponsor is eligible for command sponsorship of dependents.

c. See OPNAVINST 4650.15 for specific dependent entry approval information.

6. When Dependent Entry Approval is not Required

a. For those areas for which dependent entry approval is not required, the distribution authority, by directing the transfer, confers command sponsorship on dependents who have successfully completed suitability screening.

b. Members must still elect the accompanied-by-dependents tour for dependent travel to the overseas PDS to be at government expense.

MILPERSMAN 1300-190

COMMAND SPONSORSHIP OF DEPENDENTS AT OVERSEAS DUTY STATIONS - POLICIES ON TRANSPORTATION AT GOVERNMENT EXPENSE

Responsible Office	CNO (N13)	Phone:	DSN	224-5635
			COM	(703) 614-5635
			FAX	225-3311

Governing Directives	Joint Federal Travel Regulations (JFTR), Volume I DOD Directive 1315.7 of 9 Jan 1987
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1. **Policy Applicability.** The policies addressed below apply to command sponsorship and dependent/household goods transportation at government expense.

2. **Traveling at Government Expense**

a. Only command-sponsored dependents may travel at government expense.

b. Exception: The exception is provided in JFTR, volume 1, chapter 5, paragraph U5222-F, or chapter 6, pertaining to moves from noncommand-sponsored to command-sponsored areas or evacuation.

3. **Limitation on Shipping Household Goods**

a. Shipment of household goods shall not be provided to an overseas area unless the servicemember has at least 12 months scheduled to remain on the tour after the scheduled arrival of the household goods except as noted above.

b. The Deputy Assistant Secretary of the Navy (Manpower) may grant exceptions on an individual basis and in cases involving organized unit moves. Such requests should be forwarded via Chief of Naval Operations (N13).

4. **Temporary Denials of Sponsorship or Entry**

a. If command sponsorship or dependent entry approval is temporarily denied for a period of 20 or more weeks from the

month the servicemember reports to the port of debarkation for the overseas PDS, travel and transportation entitlements for dependents to a designated place in the contiguous 48 United States and the District of Columbia are contained in JFTR, volume1, chapter 5.

b. Commanders, temporarily denying command sponsorship or dependent entry approval, will indicate the period of denial, less than 20 weeks or 20 weeks or more, and will address any entitlements which accrue as a result.

c. Temporary denial of command sponsorship makes the overseas area "restricted" within the meaning of JFTR, volume 1, for members and dependents concerned during the operative period of the denial. The subsequent granting of command sponsorship or dependent entry approval lifts the "restricted" status, and transportation may be provided if the provision of the block titled "Limitations on Shipping Household Goods" above is satisfied.

d. As required by DOD Directive 1315.7, approval of the ASD (FM&P), will be obtained by the overseas command, via the appropriate chain of command, when the presence of all command-sponsored dependents in a location becomes undesirable and authority is sought to withhold permission for any further movement of command-sponsored dependents to the location.

5. **Unaccompanied to Accompanied Tour Change.** If a servicemember is ordered to an overseas location that does not have an accompanied tour prescribed, the servicemember may, after an accompanied tour is prescribed by ASD (FM&P), request the accompanied tour.

a. If that tour is authorized, travel and transportation of dependents and shipment of household goods shall be authorized to the overseas PDS regardless of previous movement at government expense to another location.

b. The servicemember must have sufficient obligated service for and agree to serve the accompanied tour starting from the month the dependents are command-sponsored.

c. The conditions of MILPERSMAN 1300 must also be satisfied before command sponsorship is granted.

MILPERSMAN 1300-200

COMMAND SPONSORSHIP OF DEPENDENTS AT OVERSEAS DUTY STATIONS - POLICIES ON OVERSEAS STATION ALLOWANCES

Responsible Office	CNO (N13)	Phone:	DSN	224-5635
			COM	(703) 614-5635
			FAX	225-3311

Governing Directive	Joint Federal Travel Regulations (JFTR), Volume I, Chapter 9
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1. **Policy Applicability.** The policies specified below apply to command sponsorship and overseas station allowances.

2. **General Station Allowance Policy.** JFTR, volume I, chapter 9 provides general overseas station allowance policy guidance.

3. **Policy for Command-Sponsored Dependents.** Personnel will receive station allowances per JFTR, volume I, chapter 9, on behalf of dependents, if the dependents are command-sponsored.

4. **Policy for Formerly Command-Sponsored Dependents**

a. Some personnel may also receive station allowances per JFTR, volume I, chapter 9, paragraph U9301, for dependents who were formerly command-sponsored and

(1) remain at the old PDS (this location becomes a designated place), or

(2) moved to a designated place outside CONUS from servicemember's old overseas PDS.

b. These formerly command-sponsored dependents are eligible for subsequent travel and transportation from the overseas PDS where they remained or, from the designated place to which they were moved at government expense.

c. The servicemember is entitled to station allowances on behalf based on the old PDS where they remained or, if moved to

a designated place overseas in accordance with JFTR, volume 1, chapter 9, paragraph U9301.

5. **Loss of Status**. Dependents shall not be considered command-sponsored

- a. after detachment of the servicemember, or
- b. upon arrival at an overseas designated place.

6. **Continuation of Allowances**. Continuation of station allowances (OHA or COLA) for eligible dependents is authorized by Navy Personnel Command (PERS-454C).

7. **Status under SOFA**. The servicemember and the dependents shall be advised of the dependents' status under the governing Status of Forces Agreement (SOFA) or other bilateral agreements. See MILPERSMAN 1300 concerning noncommand-sponsored dependents.

MILPERSMAN 1300-210

COMMAND SPONSORSHIP OF DEPENDENTS AT OVERSEAS DUTY STATIONS - POLICIES ON NONCOMMAND-SPONSORED DEPENDENTS

Responsible Office	CNO (N13)	Phone:	DSN	224-5635
			COM	(703) 614-5635
			FAX	225-3311

Governing Directives	NAVSOP-6034Joint Federal Travel Regulations (JFTR), Volume 1 OPNAVINST 4630.25B DOD Directive 1315.7 of 9 Jan 87
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1. **Policy Applicability.** The policies specified below apply to noncommand-sponsored dependents.

2. **Transportation Eligibility**

a. They are ineligible for transportation at Government expense.

b. Exception: Exception is provided by JFTR, volume 1, chapter 5, paragraph U5222-F or chapter 6.

3. **Space Available Transportation.** Space available transportation, as detailed in OPNAVINST 4630.25B, may be provided in some instances.

4. **Station Allowance Eligibility.** Servicemembers are ineligible for the overseas station allowances on behalf of noncommand-sponsored dependents. See MILPERSMAN 1300 for formerly command-sponsored dependents.

5. **Medical Services.** All noncommand-sponsored dependents shall be furnished medical service as provided by law.

6. Use of Support Facilities

a. They may not be permitted to use any dependent support facilities, such as exchanges, commissaries, schools, etc., in 12-month tour areas in the Far East;

(1)	Indochina,
(2)	Indonesia,
(3)	Japan (including the Ryuku Islands),
(4)	Korea,
(5)	Malaya Archipelago,
(6)	People's Republic of China,
(7)	Taiwan, and
(8)	Thailand;

as defined in DoD Directive 1315.7 when the member is serving the "all others" tour in the same area.

b. Otherwise, their use of exchange, commissary, and other on-base facilities will be governed by SOFAs or other bilateral agreements.